

SAMPLE BOARD MEMBER COMMITMENT SHEET

Name: _____

Date: _____

Thank you for your dedication to _____ and especially for your work to help raise awareness and funds for the organization. Please check the following activities to which you will commit during the year:

- _____ 1. Assist in making an appointment for staff with a major gifts prospect.
- _____ 2. Assist in the cultivation and/or solicitation of a major gifts prospect.
- _____ 3. Buy _____ ticket(s) or _____ table(s) for the _____.
- _____ 4. Secure _____ donated items for _____.
- _____ 5. Sponsor _____ for the _____.
- _____ 6. Add _____ new names to the mailing list.
- _____ 7. Send out _____ newsletters with a personal note to friends and colleagues who are not familiar with our organization, and provide those names and contact information to development staff.
- _____ 8. Make _____ thank-you calls to donors as requested by staff.
- _____ 9. Hold an organizational awareness event in my home, or hold another function to benefit the organization and build awareness.
- _____ 10. Make a gift to the Annual Giving Society of \$_____.
- _____ 11. Bring _____ prospect(s) for a tour of the organization.
- _____ 12. Suggest foundation(s) where I have a contact for possible grants.
- _____ 13. Bring the CEO and/or development director to a community event as my guest(s).
- _____ 14. Include the organization in my estate plans.

SAMPLE BOARD MEMBER COMMITMENT SHEET

- _____ 15. Attend a workshop or some other type of continuing education on fund raising and board development.
- _____ 16. Help create or review gift acceptance and donor recognition policies.
- _____ 17. Join the speaker's bureau.
- _____ 18. Add the organization's website as a link to my signature information for email, and on my letterhead.
- _____ 19. Attend the annual board retreat.
- _____ 20. Work on updating and reorganizing the board orientation process.
- _____ 21. Be on the lookout all year long for potential board members who could add value to our board.
- _____ 22. Learn how to advocate for our organization's mission on a political level.
- _____ 23. Other:

Add your ideas for other action steps that are specific to your organization:

- _____ 24. _____
- _____ 25. _____
- _____ 26. _____
- _____ 27. _____

Signature

Thank you. Please return the completed form to: _____

Includes information generously shared by SOS Children's Village of Florida